



## DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION, MID-ATLANTIC  
6506 HAMPTON BLVD.  
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREG MIDLANT  
INST 1771.2

N12

21 APR 2003

### COMNAVREG MIDLANT INSTRUCTION 1771.2

Subj: DEATH, VERY SERIOUS ILLNESS/INJURY OF NAVAL AND CIVILIAN  
PERSONNEL ATTACHED TO COMNAVREG MIDLANT STAFF

Ref: (a) NAVMILPERSMAN 1770-010 - 1770-250  
(b) BUPERSINST 1770.3 (Casualty Assistance Calls Program  
Manual)

1. Purpose. To establish procedures in the event of a death, very serious/critical illness/injury or serious illness/injury of a naval or civilian personnel who is attached to Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) Staff; and to establish the requirement for assignment and training of staff personnel as Casualty Assistance Calls Officers (CACOs).

2. Cancellation. COMNAVBASENORVAINST 1771.2C.

3. Background

a. Naval Personnel. References (a) and (b) require that both the Primary Next of Kin (PNOK) and Secondary Next of Kin (SNOK) be personally notified of the death of Naval personnel and sets forth the procedures to be followed. The personal notification is to be made by a responsible uniformed Navy representative as expeditiously as possible between the hours of 0600 and 2400 (with the exceptions of High Media interest or Death Imminent). The Commander has the ultimate responsibility for administering the Casualty Assistance Program under which assistance is rendered to the next of kin (NOK) with respect to rights, benefits, and privileges to which they may be entitled. In addition, reference (a) requires that both the PNOK and SNOK of service members who become seriously ill or injured will be notified by the most rapid means available.

b. Civilian Personnel. Reference (b) directs that when a civilian employee dies while in a duty status, personal notification is to be made promptly to the NOK, or to the person designated by the employee to be so notified. See specific guidance in paragraph 8 of this instruction.

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4. Designation and Training of Staff CACO. The Chief of Staff, COMNAVREG MIDLANT will designate by separate correspondence a primary and alternate officer (with not less than two years active duty) and a primary and alternate senior enlisted member (E7-E9) as staff CACO. The Regional Coordinator Casualty Assistance Calls Program (N12) will maintain a current list of designated CACOs and provide training on an annual basis or as newly designated CACOs are assigned.

5. Casualty of Staff Military Personnel. In all cases of very serious illness/injury, serious illness/injury or death of staff military personnel the following will immediately be notified:

Chief of Staff, COMNAVREG MIDLANT  
Regional Coordinator Casualty Assistance Calls (CDO after hours)  
Public Affairs Officer  
Regional Chaplain (only in case of death)  
Naval Medical Center, Portsmouth VA (Decedent Affairs Office)  
Personnel Support Detachment, Naval Station, Norfolk

a. Notification

(1) Death. Personal notification of both PNOK and SNOK of deceased staff military personnel will be by the designated CACO. If PNOK/SNOK reside outside the local area, the Regional Coordinator Casualty Assistance Calls Program will ensure assignment of CACO for personal notification.

(2) Very Serious Ill/Injured, Seriously Ill/Injured (VSI/SI). Notification of PNOK and SNOK of staff military members who become VSI/SI will be made by the member's department head by the most expeditious means if hospitalized in a non-Navy hospital within the Continental United States (CONUS); by the appropriate NAVMEDCEN (CONUS) if hospitalized in their facility; and by the members' department head if hospitalized in a non-Navy hospital outside CONUS or onboard a deployed ship. If unable to make notification, contact Navy Personnel Command (COMNAVPERSCOM) at 1-800-368-3202 for assistance.

b. Designation of CACO, Standby CACO, and Courtesy CACO

(1) Death. In case of death of a staff military member, the Chief of Staff will assign a trained CACO from the

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collateral duty listing commensurate with the rank/rate of the deceased.

(2) VSI/SI - Standby CACO. In accordance with reference (a), a Standby CACO is required only when a military member is: (1) placed on the VSI/SI list; (2) in imminent danger of loss of life as defined by reference (a), Article 1770-160; or (3) is hospitalized overseas from NOK. Upon determination by BUPERS that a Standby CACO is required for NOK residing locally, the Chief of Staff will assign a trained CACO from the collateral duty list to standby in the event death occurs. If NOK resides outside the local area, the Regional Coordinator Casualty Assistance Calls Program, or Command Duty Officer after normal working hours, will facilitate the designation of the Standby CACO. If death occurs, the Standby CACO will disregard the time limitations on notification of death and proceed immediately to the home of the NOK.

(3) VSI/SI - Courtesy CACO. In accordance with reference (b), a courtesy CACO assists NOK in going to the bedside of ill/injured member. NOK is entitled to round-trip transportation only. CACO will assist NOK in filing a travel claim.

c. Identification, Release of Remains and Escort. The Regional Coordinator Casualty Assistance Calls Program will ensure the appropriate Navy Medical Treatment Facility (NAVMEDCEN Portsmouth if in Tidewater area) is furnished, as required:

(1) Statement of positive identification of the deceased by two individuals who personally knew service member.

(2) Release of remains to their custody for disposition in accordance with desires of PNOK, stating where the PNOK wishes the remains consigned, i.e., name and address of funeral home, national cemetery, etc.

(3) Name of escort for remains. Escort will have no cost TAD orders to NAVMEDCEN Portsmouth.

d. Regional Chaplain. When requested, the Regional Chaplain will arrange for a chaplain to accompany the CACO in making the personal notification, and will ensure a chaplain is available for advice and counseling in the area of religious ministry.

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e. Public Affairs Officer. Coordinate all inquiries from the media.

6. Personnel Casualty Reports. The Navy Medical Treatment Facility that has cognizance over the geographical area where the service member dies (NAVMEDCEN Portsmouth for the Hampton Roads area) will prepare the Personnel Casualty Report for staff military members who become VSI/SI or who die during hospitalization in their facility. In case of VSI/SI or death occurring in a non-Naval hospital in the Hampton Roads area, the Regional Coordinator Casualty Assistance Calls Program/Command Duty Officer, as appropriate, will immediately obtain the member's service record from the Personnel Support Detachment, Naval Station, Norfolk and prepare the Personnel Casualty Report in accordance with reference (a).

7. Letter of Circumstances/Condolence. Within 48 hours of death of a military member, the deceased's department head will prepare a letter of circumstances/condolence to the NOK in accordance with reference (a), MILPERSMAN 1770-140, for signature by Commander, Navy Region, Mid-Atlantic with blind copy to Bureau of Naval Personnel (PERS 621).

8. Casualty of Civilian Personnel. Every effort will be made to ensure official notification of VSI/SI or death is made before the NOK learns of the matter through unofficial sources or the news media. The employee's official personnel record in the Human Resources Office (HRO) should be referred to for the name of the NOK (or other person designated by the employee for notification) before attempting to notify anyone, unless the NOK is personally known by the employee's supervisors. In all cases of VSI/SI or death, the Chief of Staff, employee's department head, and the Director, HRO Norfolk are to be notified immediately.

a. VSI/SI Employee. In this event, the NOK (or other person designated by the employee for notification) will be officially informed by the employee's department head or designated representative as expeditiously as possible (i.e. telephone or telegram).

b. Deceased Employee. When an employee dies while in a duty status and the NOK resides with the employee, the employee's department head or designated representative will notify the NOK in person. When the NOK or other beneficiary of the decedent does not reside within commuting distance of the employing activity, the Regional Coordinator Casualty Assistance Calls Program will take action in accordance with reference (b).

This includes death occurring while the employee is in a travel status or on temporary additional duty away from the employing activity. The Director, HRO Norfolk (444-4147) is responsible for advising a deceased employee's survivors concerning their entitlement to rights and benefits and for assisting them in making the necessary claims.



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Chief of Staff

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